

For VTBizFile Users: How to Sign Up for myVTax

If you have been a **VTBizFile** user for the past year, you have the option to streamline your registration to our new online filing site, myVTax. If you have not used **VTBizFile** for the past year, you must go through the full registration process. Please follow the instructions below for a step-by-step guide on how to register for myVTax as a former VTBizFile user.

Step 1

When you log in to VTBizFile, you will be directed to a screen showing your **1 my VTax Access Code**. Write down the myVTax Access Code or use your computer function to copy it—you will paste it later into myVTax during the myVTax registration process. Click the **2 myVTax link** to be directed to the registration page.

VTBizFile - Main Menu

Welcome **Test Customer 1**

VTBizFile has been retired. Our new online filing site, myVTax, is now available.

Please record your myVTax Access Code, you will need this code as part of the myVTax signup process.

1 myVTax Access code: L0686997504

Click the link below to be directed to myVTax to begin the registration process.

2 <https://myvtax.vermont.gov/>

Please update your bookmarks!

If you need assistance, you may access the following guide and video tutorial for detailed instruction.

Step 2

1 Enter your myVTax access code

This is the code you should have written down or copied while in VTBizFile. If you did not do this, you will have to go to VTBizFile and follow Step 1. If you copied the access code using your computer function, paste it here.

2 Enter your VTBizFile Username

Use the same Username you use to access VTBizFile.

3 Enter your Federal Identification Number

Or you may use the number beginning with "K" assigned to you by the Department.

Click Next.

Home » VTBizFile Registration FAQ's

MYVTAX REGISTRATION FOR VTBIzFILE USERS

You qualify for this expedited myVTax registration process if you have an active VTBizFile login and have filed through VTBizFile during the last year.

1 Step 1: If you have not already logged into VTBizFile to retrieve your myVTax access code, [click here](#) to do so.
Enter your myVTax access code, beginning with the letter L.
 Required

2 Step 2: Enter your **exact** and **complete** VTBizFile username.
 Required

3 Step 3: Enter your Federal Identification Number. **Do not enter** a Social Security Number. If you do not have a Federal Identification Number, enter your Vermont assigned number that begins with the letter K.
 Required

[Previous](#) [Verify Taxpayer Information](#) [Next](#) [Cancel](#)

Disclaimer: This fact sheet is intended to provide an overview only. Vermont tax statutes, regulations, Vermont Department of Taxes rulings, or court decisions supersede information provided in this fact sheet.

Iss. 11/2015 • Pub. FS-1091

Step 3

Update your contact information so the Department can contact you if any registration issues arise.

Click **Next**.

CONTACT INFORMATION

Please provide updated information with which the department can contact you to resolve any issues that may arise.

Email Address:

Confirm Email:

Primary Phone Number:

[Previous](#) [Contact Information](#) [Next](#)

Step 4

Choose a method to receive your security tokens. Security tokens are a second layer of security for your account in myVTax. You will need to get a security token each time you log in to myVTax from a new computer. You may receive your security tokens via email or text message. Once your myVTax registration is complete, you'll receive your security token to log into myVTax for the first time.

Your security token is not the same as your myVTax access code!

Click **Next**.

SELECT YOUR SECURITY TOKEN PREFERENCE

A security token is a 6 digit randomly generated code that is required in order to log in for myVTax, a token will be automatically generated and sent to you via the method:

Send me security tokens via text message: ☐

Send me my security tokens via email: ☒

Security Token Email Address:

[Previous](#) [Authentication Information](#) [Next](#)

Step 5

Create your new login credentials for myVTax. If your old VTBizFile

1 Username is not already being used, the system will offer to keep that name for you. However, you can choose a new **Username** if you prefer! You will need to create a new

2 Password and a new **3 Secret Question and Answer** (in case you forget your password). After you complete this page, you can click **Submit** to finish your registration!

Welcome to
myVTax

Home » VTBizFile Registration

CREATE YOUR MYVTAX LOGIN CREDENTIALS

Create a unique username and password to access your account(s) with the Vermont Department of Taxes

1 Username: (Must be unique, at least 6 characters in length with no spaces, and only contain letters and numbers)
Username: Your BizFile username is not currently being used. You can continue to use this for myVTax.

2 Password: (Case sensitive)
Password: Your password must contain at least eight characters and meet the following criteria:
Confirm:
• Contain both lower and upper case letters.
• Contain at least one number.
• Contain at least one special character.
• Your passwords cannot be your username.
Note: Passwords cannot be reused.

3 Secret Question and Answer: (Not case sensitive)
Question:
Answer:
Confirm:

[Previous](#) [Create Web Account Information](#) [Next](#) [Submit](#)

Step 6

Once your registration is complete, you'll receive your first email or text with your **Security Token**. Our example here uses an email address.

myVTax Online Registration Complete

TAX - myVTax Info <myVTaxInfo@vermont.gov>

Sent: Fri 10/16/2015 12:50 PM

To:

***This is an automated message from the Vermont Department of Taxes. This email contains important information that requires you to take action. If further action is required, please follow the instructions in the body of the email.

Welcome to myVTax!

We have processed your registration for Login ID: **testuser1**The first time you login to myVTax, the security token **x6fgcv** will be required.[Click here to login](#)**Contact information:**

Vermont Department of Taxes Call: (802) 828-6802

133 State Street

Or Email: [myVTax Support](#)

Montpelier, VT 05602-3667

Step 7

You need to use your **1 Security Token** with your **Username** and **Password** the first time you log into myVTax (or any time you log in from a new computer). If you want, you can save your computer by checking **2 Trust This Computer** so you will not need to continue to receive a security token the next time you log in from that machine.

Step 8

You're in! From here you can click into each of your accounts to file and pay your taxes. This example shows a Vermont Sales and Use Tax account. Your tax accounts will show up automatically.

Contact us with your questions

If you are having trouble registering for myVTax, please contact us.

Phone

802-828-6802

Email:

myVTaxsupport@vermont.gov

myVTax website

www.myvtax.vermont.gov

Please include the **Confirmation Number** from your registration if you have one.

Experience the Convenient Features of myVTax

- ✓ Viewing copies of your correspondence received from the Department
- ✓ Updating and verifying account information
- ✓ A secure messaging system for direct communication with us
- ✓ Closing accounts
- ✓ Opening new locations
- ✓ Requesting a payment plan

My Accounts » Sales and Use

FAQ's Log Off

SALES AND USE SUT-10062960

TEST SUT ACCOUNT 1
125 SALES AND USE MAILING ADDRESS
MONTPELIER VT 05602

Return needs to be filed for September 2015

I WANT TO...

Return to My Accounts
View myVTax Profile
Grant Accountant or Third Party Access
Add Another Location
Update an Existing Location
Add or Update Business Principals
Close Account
File a Future Zero Dollar Return

PERIODS MESSAGES⁰ HISTORY ACTIVITY LETTERS⁰ PAYMENTS NAME & ADDRESS

Attention Needed¹ Last 3 Years All

ATTENTION NEEDED

Period		Tax	Penalty	Interest	Credits	Balance	Message	Other
Sep-30-2015	File Now Pay	0.00	0.00	0.00	0.00	0.00	File Retur	0.00